November 16, 2004

Dear State Data Coordinator:

I am writing to request your participation in the Public Libraries Survey (PLS) for **fiscal year (FY) 2004**, conducted by the National Center for Education Statistics (NCES), of the U.S. Department of Education, through the Federal-State Cooperative System (FSCS) for Public Library Data. NCES is authorized to collect these data under the Education Sciences Reform Act of 2002.

We mailed the FY 2004 PLS to your FSCS State Data Coordinator in mid-November. States have been placed into one of three reporting groups (see table below) based on their fiscal cycles and extraordinary reporting hardship, in order to stagger data submissions and thus enable timelier processing and release of the E.D. Tabs report and data file.

Reporting group and fiscal cycle	States and U.S. territories	Survey due date
Group #1 (July–June)	AK, AZ, CA, CT, DE, GA, HI, IA, KY, MA, MD, MT, NC, NM, NV, OK, OR, RI, SC, TN, VA, WV, WY	April 19, 2005
Group #2 (October–September, January–December)	AL, AR, CO, DC, FL, ID, IL, IN, KS, LA, ME, MI, MN, MO, MS, ND, NE, NH, NY, OH, PA, SD, UT, VT, WA, WI, Guam, Northern Mariana Islands, Puerto Rico, U.S. Virgin Islands	August 3, 2005
Group #3* (January–December)	NJ, TX	August 31, 2005

*extraordinary reporting hardship

The FY 2004 PLS has a firm due date of April 19, 2005 for group #1 states, August 3, 2005 for group #2 states, and August 31, 2005 for group #3 states. <u>No state data submission will be accepted after the due date specified for the state</u>. *Please note: If you cannot submit data for all of your public libraries by the due date, please submit the data you do have available, in lieu of no data submission.*

As of FY 2004, the Francis Keppel Award for timely and accurate submission of data will be based on a point system covering important aspects of the original submission and post-submission processing. States that accumulate at least 25 points out of the maximum 30 points will receive the award. We are enclosing a copy of the new criteria (Attachment C) and a revised version of the FY 2003 Receipt Control Log with the new criteria applied to illustrate how the system will work (Attachment D).

This package contains the following materials for completion of the survey:

1. **WinPLUS User's Guide, Version 2.6.** This guide contains instructions for installing and using the software, copies of the survey data entry screens, data element definitions, edit check criteria, and other useful information.

2. **Five attachments, as follows:**

   - **Attachment A. Important Points in Reporting Your Data**

   - **Attachment B. Data Submission Requirements and Mailing Instructions**

   - **Attachment C. Francis Keppel Award Criteria**

   - **Attachment D. FY 2003 Receipt Control Log (revised to illustrate the application of the new Francis Keppel Award Criteria to the FY 2003 Data Collection)**

   - **Attachment E. State Librarian Certification of Public Library Data, Fiscal Year 2004**
     <u>A signed copy must be returned for your data submission to be complete</u>. If your state librarian would like to review the data, you may print tables using WinPLUS Main Menu option 'Create Tables and State Summary Data'.

The WinPLUS survey software, state data files, and user's guide are available on the Internet. The software and data files are also available on CD-ROM (by request only). <u>We encourage all states to download the software and their state data files over the Internet</u>. See section 2.5 of the user's guide for instructions. <u>All states are also encouraged to transmit the final data and annotated edit report over the Internet</u>. See Attachment B or section 6 of the user's guide for instructions. Please call Cynthia Ramsey or Laura Hardesty at 1-800-451-6235 if you need any assistance.
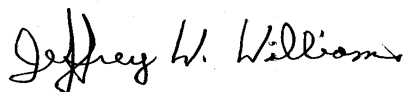
Your mentor, Census, and NCES will work cooperatively with you to review your data and resolve any problems. The data will be processed as follows:

   - Upon receipt of your submission, Census will notify you of any general problems (e.g., missing or corrupt files, an unannotated edit check report, or a missing state librarian certification form).

   - Census will edit your data shortly after its receipt, mail you their findings, and request that you return any corrections within **three weeks**. If you do not correct or satisfactorily justify highly questionable data identified by Census, the questionable data will be adjusted.

   - When data are received from all survey participants, the FSCS Steering Committee, NCES, and Census will review the preliminary national file and E.D. Tabs tables. Census will contact you about questionable data based on this review.

   - The final file will be created, with data products forthcoming.

According to the Paperwork Reduction Act of 1995, no person should be asked to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is 1850-0689. The time required to complete this information collection is estimated to average 45 hours per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this collection of information, please write to: U.S. Department of Education, Washington, D.C. 20202-4651.

If you anticipate needing any technical assistance for your data submission, or have any other questions regarding this data collection, please contact Elaine Kroe at 202-502-7379. We look forward to receiving your FY 2004 data submission. I thank you for your cooperation in this important effort.

Sincerely,

Jeffrey W. Williams
Program Director
Library Cooperative System and Institutional
 Studies Program
Elementary/Secondary & Libraries Studies Division

Attachments

1. **Valid data entry.** The WinPLUS software uses a –2 to indicate a blank data field that needs your response. The user **must** replace all –2s with a valid entry (i.e., –1, –3, 0, a positive number, or alphanumeric data, as appropriate) before submitting the data. Estimates can be used if exact data are not available. The 'Quit' option on the WinPLUS Main Menu is used to produce a 'Non-response (–2) Report' of all administrative entity and outlet records that contain –2s, for your attention.

    Note: Inaccurate reporting of –1 versus 0 adversely affects data quality, prevents reliable imputations, and results in inaccurate state totals/national totals/trend data. It is very important to remind local respondents of the correct reporting of –1 versus 0 (defined in table below) as part of every data collection.

    The following responses are valid in WinPLUS:

-1	"-1" means "We don't know the answer, don't collect the data, or can't get the data right now."
0	Zero means "we have none of this item" (e.g., the library does not maintain a video collection).
-3	"-3" means "Not Applicable" <u>and is used for these items only</u>: • Phone (use only if library has no phone) • Web Address (use only if library has no Web Address) • Square Footage of Outlet (use only for Bookmobiles and Books-by-Mail Only outlets)
Any positive number for numeric data elements	Enter the appropriate numeric data for the data element.
Alphabetic and/or numeric data for alphanumeric data elements	Enter the appropriate alphabetic and/or numeric data. Some items require the selection of codes for data (e.g., Interlibrary Relationship Code = HQ, ME, or NO). See Appendices E and F of the WinPLUS User's Guide.

2. **Historical tracking.** WinPLUS tracks historical (inter-year) changes in the identity and structure of administrative entities and outlets and prompts the user for additional information, as necessary. Historical tracking is performed on (a) name and address changes and (b) structural changes (e.g., library closings, the addition of new libraries, and library mergers).

3. **'Total Unduplicated Population of Legal Service Areas' (data element 04 on the state characteristics screen) and Population of the Legal Service Area (data element 22 on the administrative entity screen).** These data are critical for the E.D. Tabs publication—for per capita calculations and for presentation of data by population ranges. Please be certain to:

    ➢ Report Population of Legal Service Area for <u>all administrative entities</u>.

    ➢ Verify that the Total Unduplicated Population of Legal Service Areas <u>does NOT exceed</u> the total Population of the Legal Service Area for all administrative entities. (Edit check #189 will assist you.)

4. **'State Summary: 2-Year Percent Change and Net Change' table.** Please review this table, generated with WinPLUS Main Menu option 'Create Tables and State Summary Data', prior to submitting your data. <u>Large 2-year changes may indicate significant errors still remaining on your file</u>.

5. **Revisions to WinPLUS 2.6 (FY 2004 data).** The revisions are summarized in the following table (the appendices cited in the table are in the WinPLUS User's Guide):

Import Process:

The Import Specifications were revised due to survey changes. See Appendices B and C.

- Match Routine:
- The Match Routine checks for all automatic matches first, and then checks for all conditional matches.

Administrative Entity Data Collection:

Most data elements were renumbered. See Appendix E.

Deleted Data Elements:

No data elements were deleted.

New Data Elements:

1. Data element 20—Reporting Period Starting Date
2. Data element 21—Reporting Period Ending Date
3. Data element 44—Local Government Capital Revenue
4. Data element 45—State Government Capital Revenue
5. Data element 46—Federal Government Capital Revenue
6. Data element 47—Other Capital Revenue
7. Data element 64—Total Number of Library Programs
8. Data element 65—Number of Children's Programs
9. Data element 66—Total Attendance at Library Programs

Revised Data Element Names/Definitions/Notes:

1. Data element 15—Legal Basis Code. Revised definition of "LD—Library District" code based on Census of Governments definition.
2. Data element 39—Electronic Materials Expenditures. Revised definition to delete sentence about equipment expenditures that are inseparably bundled into the price of the information service product.
3. Data element 42—Other Operating Expenditures. Revised note to definition to include contracts for services, such as costs of operating and maintaining physical facilities, and fees paid to a consultant, auditor, architect, attorney, etc.).
4. Data element 48—Total Capital Revenue (previous name was Capital Revenue).
5. Data element 49—Total Capital Expenditures (previous name was Capital Expenditures).
6. Data element 54—Databases. Revised note to definition to clarify what should be reported in this item vs what should be reported in data element 56-Current Electronic Serial Subscriptions.
7. Data element 67—Children's Program Attendance. Revised note to definition to clarify that attendance at library activities for children that are delivered on a one-to-one basis, rather than to a group, should not be counted.

Outlet Data Collection:

No revisions were made to the outlet data elements/definitions.

Edit Checks:

1. New current-year edits were added, and the order of the edits was modified. See Appendix G.
2. New historical edits were added, and others were revised. See Appendix H.

6. **Each administrative entity may report either no central library or one central library.** No administrative entity may report more than one central library. In the administrative entity file, this simply means reporting '0' or '1' for central library. Where two or more libraries are considered 'centrals' for state or local purposes, one central library and one or more branch libraries should be reported to FSCS. If you wish to identify a central library in the outlet file, identify the library with the largest collection as the central library for FSCS purposes, and report all others as branches. Where there are several co-equal outlets and no principal collection, report all such outlets as branches, not central libraries.

7. **The outlet records of administrative entities should be created according to the follow logic:**

    *   The central library (if any) of an administrative entity MUST have a separate outlet record created for it. Therefore, the Number of Centrals (data element 23 on the administrative entity screen) must equal the number of outlet records with Outlet Type Code = 'CE' (data element 09 on the outlet screen).

    *   Each branch library of an administrative entity MUST have a separate outlet record created for it. Therefore, the Number of Branches (data element 24 on the administrative entity screen) must equal the number of outlet records with Outlet Type Code = 'BR' (data element 09 on the outlet screen).

    *   The bookmobiles of an administrative entity MUST be reported on outlet record(s) with Outlet Type Code = 'BS'. Bookmobiles <u>cannot</u> be reported on a central or branch outlet record (i.e., records with Outlet Type Code = 'CE' or 'BR'). Therefore, the Number of Bookmobiles (data element 25 on the administrative entity screen) must equal the total Number of Bookmobiles (data element 12 on the outlet screen) in outlet record(s) with Outlet Type Code = 'BS' (data element 09 on the outlet screen). Please note:

        ➤ A separate outlet record may be created for each bookmobile. You may wish to create separate outlet records for individual bookmobiles if (1) they have different addresses and/or (2) they have different Metropolitan Status Codes.

        ➤ Alternatively, a bookmobile outlet record may include more than one bookmobile. Example: An administrative entity with four bookmobiles (reported in data element 25 on the administrative entity screen) may report these bookmobiles in three separate outlet records coded 'BS', with the number of bookmobiles in each outlet record equal to one, one, and two, respectively. Thus, the three outlet records report a total of four bookmobiles, which equals the 4 bookmobiles reported on the administrative entity record.

    *   Outlet Type Code = 'BM' (Books-by-Mail Only). Only Books-by-Mail services that are housed separately from any other type of direct public service outlet (that is, central library, branches, or bookmobiles) should be coded 'BM'. If you have more than one Books-by-Mail Only service, you must create a separate outlet record for each service. Note: The number of Books-by-Mail Only service outlets is not reported on the administrative entity screen.

8. **Name (of administrative entity or outlet). Do not use acronyms. Do not abbreviate the name unless it exceeds the new WinPLUS field length of 60 characters. Avoid abbreviations at the beginning of the name, and do not punctuate abbreviations.** (See Appendix Q—Standard Abbreviations for WinPLUS.) This is because customers using the NCES Web tools called *Compare Public Libraries* (formerly called *Public Library Peer Comparison Tool*) and *Search for Public Libraries* (formerly called Library Locator) have complained that they cannot find a library. This is because the customer searched under the full library name, but the library abbreviated its name or used an acronym, or the customer searched under a different abbreviation than the one the library used. <u>For this reason, we request that abbreviations and acronyms not be used</u>.

<u>**The following materials must be received for your data submission to be complete**</u>:

1. Your final, edited data file (**fscs_XX_FYZZZZ.mdb**). Your state abbreviation will replace 'XX' and the reporting period ending year will replace 'ZZZZ' in the file name. The file can be sent by Web browser, FTP, e-mail, or regular mail. **Please verify that the file is included in the transmission.**

2. A copy of your annotated final edit report (sent through the same options listed above). Annotations should be made to the final edit report regarding data that fail edits but are in fact correct, to eliminate unnecessary edit follow-up by Census**.** You may annotate the edit report in the WinPLUS software, print the edit report for annotation by hand, or open the edit report in Word or another word processing program for annotation. **Please read section 5.9—View/Annotate Edit Report <u>before</u> annotating the final edit report using WinPLUS!** If you submit an unannotated edit report, you must include explanations about the data in a cover letter, including statements that you have reviewed the edit report and the data are final.

3. The signed State Librarian Certification form. This form is included as Attachment E to the letter you received with the user's guide. When you submit the form, NCES requests that you enter (in the box provided near the bottom) the number of hours it took to prepare your data for entry into WinPLUS and to review and annotate the edit report. NCES is required to provide the Office of Management and Budget (OMB) with statistics regarding your total paperwork burden.

Within one day, Census will review the materials and let you know if anything further is required before edit follow-up.

If you have any questions about the data submission options described below, please contact Cynthia Ramsey or Laura Hardesty at (800) 451-6235 or via e-mail at **govs.pls@census.gov**.

<u>**Mailing Instructions**</u>

States are encouraged to submit their data over the Internet by Web browser, File Transfer Protocol (FTP), or e-mail. Alternatively, the data can be submitted by regular mail. If you have any questions about these options (discussed below), please contact Cynthia Ramsey or Laura Hardesty at 1-800-451-6235 or via e-mail at govs.pls@census.gov.

<u>**Internet Submission.**</u> The following mailing options are available**:**

❖ **Data submission by Web browser or File Transfer Protocol (FTP).**

If you are using a Web browser, go to www.census.gov/govs/www/pls.html and select 'Submit Data via FTP'. Complete the form and then click on the 'Send File' button to submit your data file (fscs_XX_FYZZZZ.mdb) and annotated edit report file (EditsByEditNum_XX.rpt, EditsByLibID_XX.rpt, or EditsByName_XX.rpt, as appropriate). Note: <u>Only one file at a time can be sent by FTP</u>, so please follow the direction to send your data file and edit report separately.

If you are using a FTP program, ftp.census.gov is the Census FTP server. Log on with the user name 'anonymous' and your e-mail address for the password. Change to the 'pub/incoming/govs/pls' directory. Transfer the data file (fscs_XX_FYZZZZ.mdb) and the edit report file (EditsByEditNum_XX.rpt, EditsByLibID_XX.rpt, or EditsByName_XX.rpt, as appropriate).

If your transmission is successful, you should see a 'Send File Results' screen that displays the file name and size under both the 'Transfer Information' (what you sent) and 'Results of Transfer Request' (what we received) section. If any other screen is returned, your transmission did not go through and you should try again. If you continue to have problems, please contact the PLS staff at 1-800-451-6235 or via e-mail at **govs.pls@census.gov**.

Please fax your State Librarian Certification form to the PLS Census Staff at (866) 394-0138.

❖ **Data submission by e-mail.** You may submit your data file (fscs_XX_FYZZZZ.mdb) and edit report file (EditsByEditNum_XX.rpt, EditsByLibID_XX.rpt, or EditsByName_XX.rpt, as appropriate) over the Internet by attaching the files to an e-mail message. You may want to use file compression software (e.g., PKZIP, WINZIP) to compress the files and package them all within one file. This will save space and may simplify the transfer. Attach the file(s) to an e-mail message addressed to govs.pls@census.gov. Please fax your State Librarian Certification form to the PLS Census Staff at (866) 394-0138.

Data Submission by Regular Mail. The following mailing options are available:

❖ **Federal Express and United Parcel Service (UPS) (overnight delivery).** If you choose one of these options, please be sure to send your complete submission to the following address:

> Cynthia Ramsey or Laura Hardesty
> U.S. Department of Commerce
> U.S. Census Bureau
> 8905 Presidential Parkway
> Washington Plaza, Bldg 2, Room 508
> Upper Marlboro, MD 20772
> Phone: (301) 763-1568

❖ **U.S. Postal Service (including Express Mail).** *The U.S. Postal Service is not recommended for submitting your files due to added security measures that often result in damaged materials and interfere with prompt delivery. However, if you choose this option, please be sure to send your complete submission to the following address:*

> Cynthia Ramsey or Laura Hardesty
> U.S. Department of Commerce
> U.S. Census Bureau
> Washington, DC 20233-6800

If you mail your submission, please send an e-mail message to **govs.pls@census.gov** and let Census know you sent the file.

Attachment C http://www.nclis.gov/statsurv/surveys/fscs/awardsFSCS/Keppel2005.pdf

Attachment D http://www.nclis.gov/statsurv/surveys/fscs/awardsFSCS/KeppelExample.pdf

Attachment E. State Librarian Certification of Public Library Data, FY 2004 (page 1 of 1)

U.S. Department of Education
National Center for Education Statistics

Federal-State Cooperative System (FSCS)
for Public Library Data

I hereby certify that, to the best of my knowledge and belief, the data submitted by the FSCS State Data Coordinator for the Public Libraries Survey, FY 2004 are accurate.

_____
State Name

_____
State Librarian's Name *(Please print)*

_____
State Librarian's Signature

_____
Date

Estimated number of hours State Data Coordinator took to complete the survey:	Hours

Please fax this form toll free to:
PLS Staff @ 866-394-0138